

Policy Name: Classified Personnel Sick Leave**Policy Code: 8.05****Date Adopted: R/A 5/19/14**

Each Classified employee will be allowed an accumulation rate of one (1) day of sick leave per month, or major portion thereof that the employee is contracted, at full pay. If an employee resigns or leaves his/her position for any reason before the end of a contracted period, the district may deduct from his/her last pay check full compensation for any days of sick leave in excess of the number of days earned.

Employees shall be entitled to sick leave only for reasons of personal illness or illness or death in his/her immediate family. The provisions for death will include any close relatives as well. The immediate family includes the employees spouse, children, parents, or any other relative provided the other relative lives in the same household as the employee.

A record of sick leave used and accumulated shall be established and maintained by the School District for each classified employee. Sick leave that is unused by an employee during any contracted period shall be accumulated at a rate of one (1) day per month, or major portion thereof, employed until ninety (90) days have been accumulated. An employee who qualified for sick leave under paragraph 2 above, may use any amount up to his/her total number of accumulated leave days. Accumulated days of sick leave that are used may be restored up to ninety (90) days in the same manner that they were first accumulated.

At the end of each school year, classified personnel shall be reimbursed for any unused sick leave days above ninety (90). This shall be at the rate of \$ 20.00 per day of sick leave.

Wynne School District classified personnel who retire under the Arkansas Teacher Retirement System or the Arkansas Public Employees Retirement System with a minimum of twenty-five (25) years of service and with ten (10) or more years of service in the Wynne School District, shall be paid for all accumulated sick leave. Payment shall be made at the time of retirement at the rate of \$ 10.00 per day of sick leave. If the employee retires with less than 25 years of service and with ten (10) or more years of service in the Wynne School District, the employee will be paid a proportional amount using the total number of years divided by 25 years.

Under the provisions of the sick leave policy, the school board reserves the privilege, in extreme cases, to ask for a doctor's statement before final financial settlement is made. Before this measure would be taken, a conference shall be held with the employee, his/her immediate supervisor, and the Superintendent. Any decision reached in such a conference may be appealed to the school board.

When an employee finds he/she is to be absent from work, he/she shall notify their immediate supervisor as soon as possible. Failure of notification will result in loss of the employee's full pay for that day absent, even though the absence would normally fall under the provisions covered by this policy.

Absences for reasons not covered under the sick leave policy will be deducted at a rate of the employee's full pay for each day of absence.

Whenever a classified employee is hired by the Wynne School District from another school district in the state, said employee shall be granted credit for any unused sick leave he/she has accumulated in the former school district but not to exceed a maximum of ninety (90) days. The employee shall furnish the Wynne School District proof in writing from the school district of former employment the said accumulated and unused sick leave credit.

Sick Leave and Outside Employment

Sick leave related absence from work (e.g. sick leave for personal or family illness or accident, Workers Comp, and FMLA) inherently means the employee is also incapable of working at any source of outside employment. Except as provided in policy 8.36, if an employee who works a non-district job while taking

district sick leave for personal or family illness or accident, Workers Comp, or FMLA shall be subject to discipline up to and including termination.

Legal Reference: A.C.A. 6-17-1301 et seq.